

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

~~CONFIDENTIAL~~

DATE: 11 April 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report - 3 - 10 April

25X1 1. [] has indicated that the rough drafts of the Tradecraft
25X1 Handbook written by [] will be available for reproduction the end of
this week.

25X1 2. [] SSA/DDS, brought in a review and outline of the planned
25X1 cable refresher course for DDS personnel. [] will
25X1 confer with [] of the Signal Center, coordinating our contribution
25X1 to the course. It is planned that instruction will be presented separately to
each DDS component and, therefore, cable problems will have to be tailored to fit
each group. The specialist members of OTR, i.e., [] from Personnel,
[] from Logistics and [] from Finance will be con-
sulted on typical cable traffic of their parent components. Liaison will be
established with other components of DDS not having representatives in OTR for
similar material. The first of these 4-hour cable sessions will begin 1 May 1956
and continue on a weekly basis through June 1956 with a maximum enrollment of 25
students per session.

25X1 3. [] is reading through
25X1 * the new [] case and the yet to be reproduced Hungarian phase. He will be
able to spend from 3 to 4 hours a day on this case for the next month with the
thought in mind of ensuring continuity of material, noting gaps and checking
clarity of identities, locations and general content.

25X1 4. [] SSA/DDS, was a first two week student of Operations
Support #20. He returned on Monday to give the support planning coverage of the
Plans and Programs Coordination presentation. Having become familiar with
25X1 [] as a student, [] used the case as a point for analysis of support
type planning and did an outstanding job. His method of using [] as a basis
of his lecture was relayed to all staff members and is a good example of what use
can be made of this case.

25X1 5. [] of the Cable Secretariat called [] to say
that the draft of the revised cable handbook is being prepared for coordination
and a copy will be sent this office within the month for our comments, suggestions,
etc. The Cable Secretariat has always worked very closely with this office on
their handbooks, feeling that student questions probably indicate gaps in know-
ledge and comprehension at the working level that they might never be aware of.
25X1 [] further said that in reviewing normal daily cable traffic they are
able to see an increasing reflection of training given in our courses and this
improvement has grown with the added number of students processed.

25X1 * This arrangement subsequently changed because of an assignment possibility
which has developed for []

~~SECRET~~

~~SECRET~~

CONFIDENTIAL

25X1 6. Informal inquiry has been made as to the possibility of a qualified replacement to handle the tradecraft phase of Operations Support, [] of the WE Division, [] of I & R, [] of CI Staff have been contacted. I will keep you advised of any progress made in this field. 25X1

25X1 7. [] is using the sample agent contract as shown in HB [] as student handout material for the Agent Contract lecture which he is presenting for the first time in Operations Support. 25X1

25X1 8. Arrangements have been made with [] for a joint CSR-Operations Support showing of the film "OVERGLOW" in the [] auditorium on 20 April. 25X1

25X1 9. [] attended an OTR meeting 5 April concerning the adoption of Class A Station Property Accounting Procedures at [] 25X1

25X1 10. [] and I presented lectures in the BOC this week.

[] 25X1

CONFIDENTIAL

~~SECRET~~